



JUSTIFICATION FOR EMERGENCY ACQUISITION

REQUISITION/CONTRACT NO. _____

This completed form must be included as an internal attachment with each requisition/contract that provides for emergency acquisition of goods or services such that the District's usual acquisition procedures cannot be followed without causing financial or operational damage to the District. If more space is needed, please attach additional page(s).

1. Nature, Cause of Emergency: State the reason for the emergency acquisition by explaining what the emergency is and/or what caused the emergency situation:

2. Financial Operational Damage to District: State the financial or operational damage that will occur if needs are not satisfied immediately (do not merely state that a loss or damage will occur):

3. Reason for Failure to Anticipate Need: State the reason or reasons why the needs for the acquisition were not or could not be anticipated, so that items could have been acquired through the District's usual procedures:

I certify that the above statements are true and correct, to the best of my knowledge. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that this acquisition be processed on an emergency basis.

Submitted by: _____ / _____
Signature of Individual Requesting the Emergency Acquisition Date

Printed Name of Individual Requesting the Emergency Acquisition Date

Campus/Department: _____

Signature of Department Administrator: _____ Date _____